

General Terms and Conditions of the CAS in Valvular Heart Disease Management

Registration

Registration is completed using the online registration form.

The number of participants is limited to 50. Registrations are considered in the order in which they are received and are reviewed according to the admissions criteria.

Mandatory Participation

Participation in courses and e-learning activities according to the study plan and completion of performance assessments is mandatory for all participants.

Components of the study plan requiring active participation must be completed at a minimum of 80%. "Active participation" includes either mandatory attendance or mandatory activities on the e-learning platform such as completing exercises, discussions and group work.

Performance assessments are governed by the program regulations. If a performance assessment is deemed insufficient, it may be repeated once within three months of written notification. Based on the performance assessments and the fulfilment of all other requirements, the program board decides whether the CAS degree will be awarded.

Cancellation and Fees by Participants

After confirmation of registration, the following processing fees apply in a case of withdrawal:

- up to 4 months before the start: CHF 300
- 4 months to 30 days before the start: CHF 500
- less than 30 days before the start: the full course fees are due

If a withdrawing participant provides a replacement, a processing fee of CHF 300 applies.

If a confirmed registration is postponed to the following program, a processing fee of 300 CHF applies. This amount will be added to the course fees at the start of the following program.

If attendance of a module is not possible due to extenuating circumstances, the participant may attend the same module during the next intake at no additional charge.

Course fees are non-refundable in case of partial or full absence from the program. Decisions regarding readmission and crediting of coursework upon resuming studies are made by the program boards on a case-by-case basis.

Cancellation or Postponement by the CAS VHDM

The CAS VHDM program reserves the right to cancel or postpone the program, even after confirmation of registration, up to 14 days before scheduled start. This may occur if there are too few participants or if other circumstances make holding the program unreasonable.

In the event of cancellation, fees that have already been paid will be refunded. The CAS VHDM is not liable for any other damages resulting from the cancellation of the program.

If the program is postponed, registered participants have the right to withdraw within 14 days of receiving written notification. In this case, withdrawal is free of charge and no further claims for compensation are applicable.

Insurance

Participants are responsible for their own accident or liability insurance. It is recommended that participants obtain cancellation insurance to cover costs due to illness or other unforeseen events.

Data Protection

By registering, participants consent to the electronic collection of personal data for the organization of the program. These data are used to create class lists and email distribution lists, which are shared with instructors and participants. Participants will receive relevant information and newsletters via the provided contact details. Confidential or protected data may be exchanged during the program between participants, instructors, and other parties. Participants agree to maintain confidentiality toward third parties. This obligation continues after the completion of the program.

Plagiarism

Cases of plagiarism are handled in accordance with the University of Bern's academic integrity regulations. For detailed definitions and procedures, please refer to the [University of Bern's guidelines on scientific integrity and plagiarism](#).